Ipswich and East Suffolk Clinical Commissioning Group
West Suffolk Clinical Commissioning Group

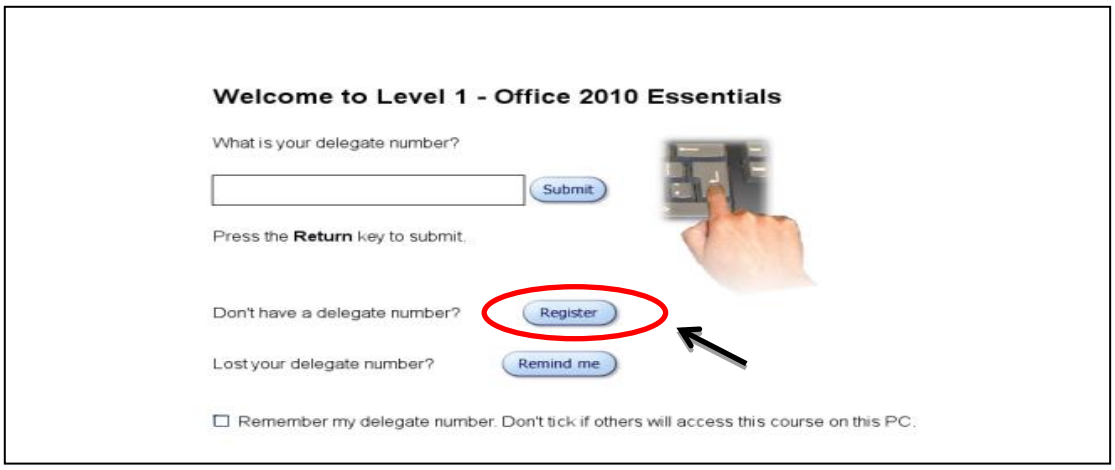
Office 2010 - eLearning User Guide for Level 1 Modules

A guide explaining how to register and access Office 2010 E-Learning Level 1 modules

1. To complete the e-learning registration process click on the email link as shown blow.

https://www.itskills.nhs.uk/tracking/eitslm.aspx?CentreID=181&CustomisationID=5805

2. You will now see the 'Office 2010 Essentials' registration screen. To access the Office 2010 eLearning modules you will first need to complete the registration process. To register, first click **Register**.


Welcome to Level 1 - Office 2010 Essentials
What is your delegate number?
Submit
Press the Return key to submit.
Don't have a delegate number?
Register
Lost your delegate number?
Remind me
Remember my delegate number. Don't tick if others will access this course on this PC.

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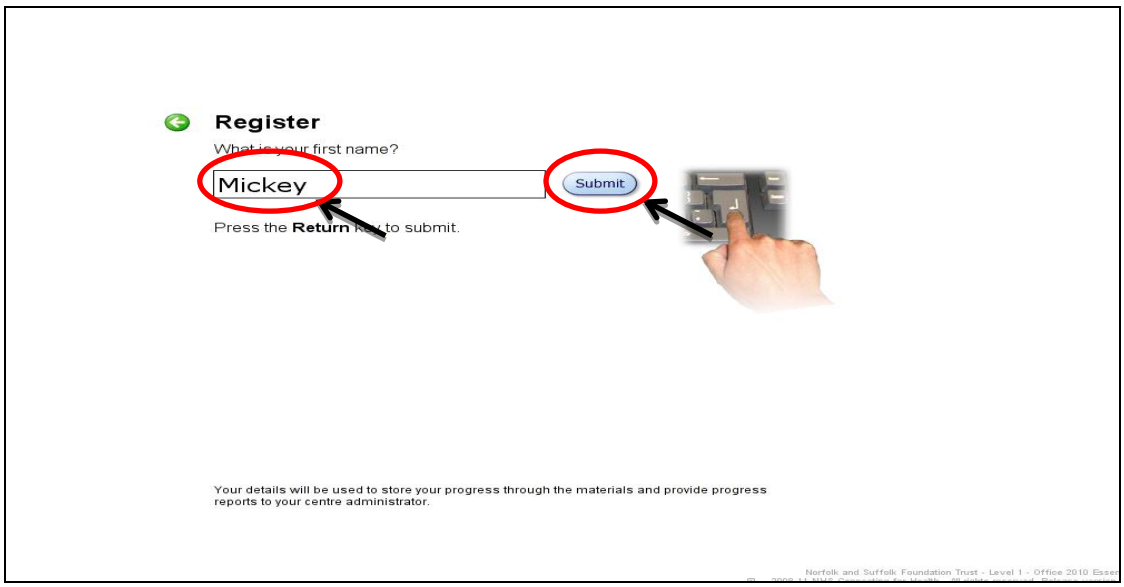
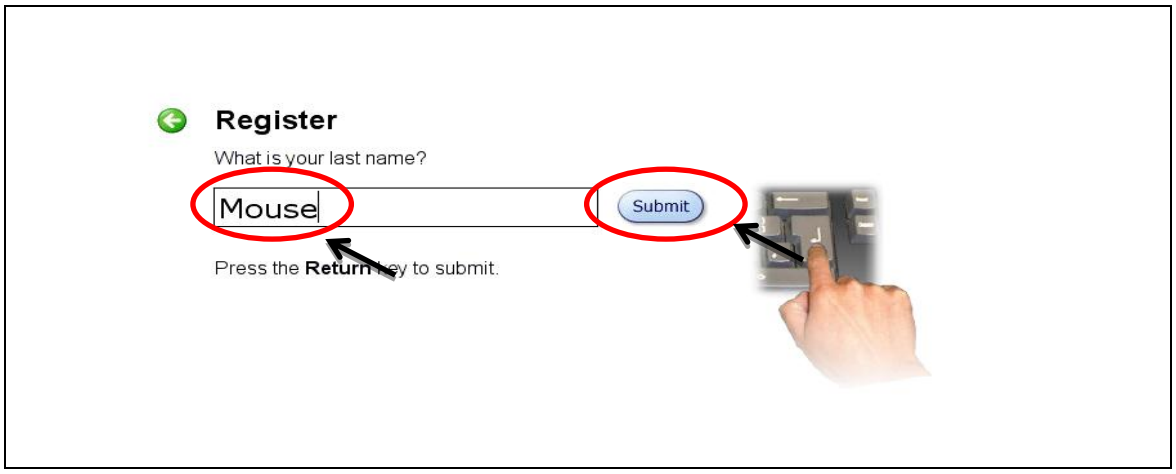
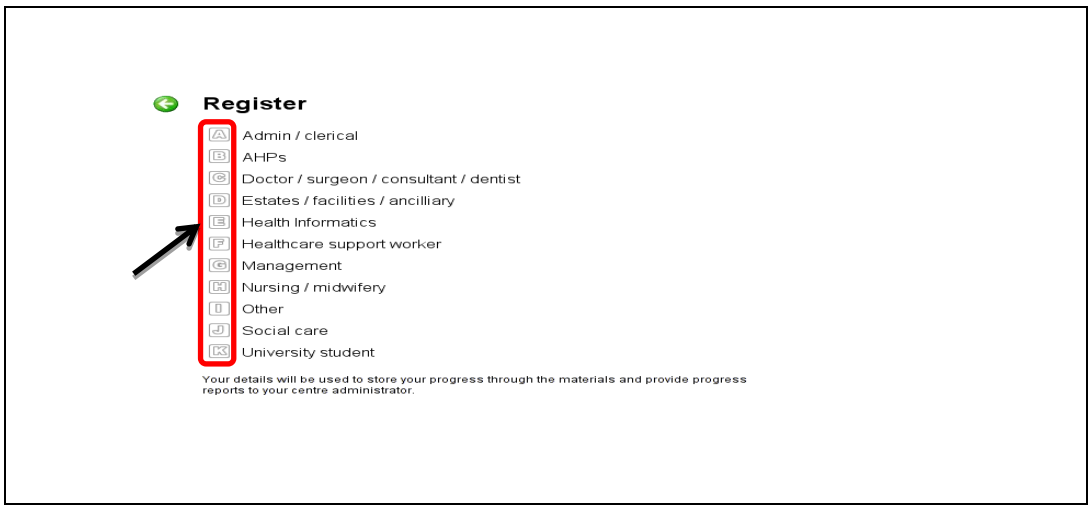
3. Enter your First name in the text box as per the example below, and then click **Submit**.


Register
What is your first name?
Mickey
Submit
Press the Return key to submit.
Your details will be used to store your progress through the materials and provide progress reports to your centre administrator.

4. Enter your last name in the text box as per the example below, and then click **Submit**.

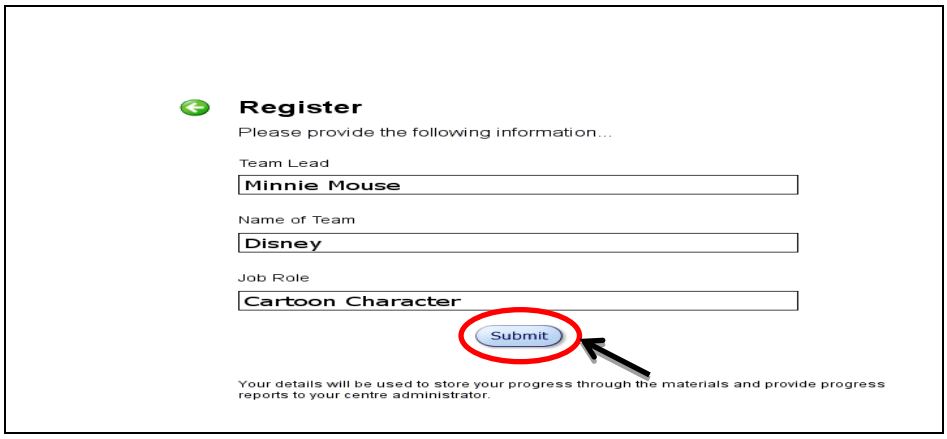


5. Select your job role type by clicking on the relevant description below.



6. Complete the following 3 fields:
   - Your Team Lead or Managers Name (Top field)
   - The name of your Team or Department (Middle field)
   - Your Job Role (Bottom field)

   Once completed click **Submit**



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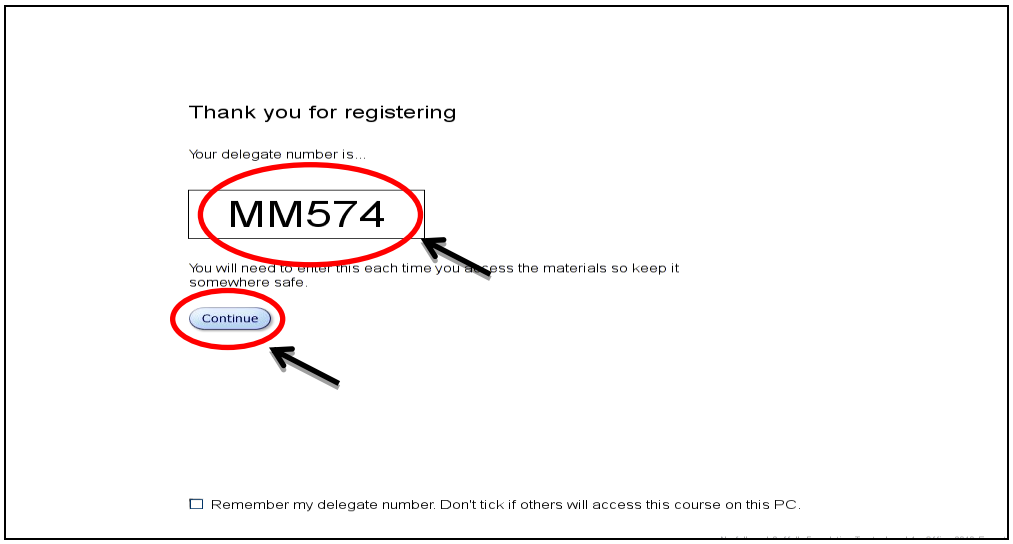
7. Congratulations, you have now successfully registered for eLearning.

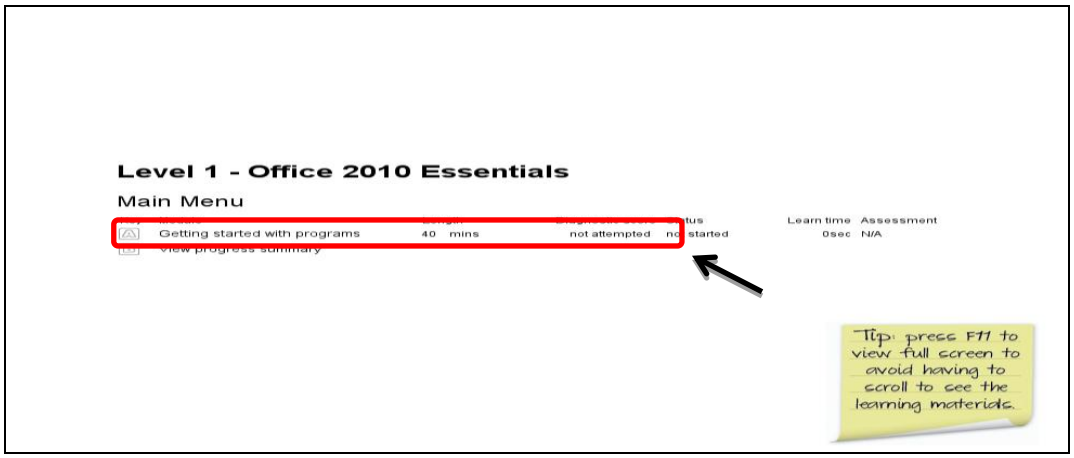

Thank you for registering
Your delegate number is...
MM574
You will need to enter this each time you access the materials so keep it somewhere safe.
Continue
Remember my delegate number. Don't tick if others will access this course on this PC.

Please Note: Ensure you make a note of your **delegate number** as you will need this each time you log on.

8. Once you have made a note of your delegate number, Click **Continue** to access the Office 2010 eLearning main menu screen.

E- Learning Main Menu screen

9. To access the Office 2010 eLearning modules click **A – Getting started with programs.**


Level 1 - Office 2010 Essentials
Main Menu
Getting started with programs
40 mins
not attempted
Learn time Assessment
0sec N/A
Tip: press F11 to view full screen to avoid having to scroll to see the learning materials.

10. You will now be presented with the 'Common Screen Elements' page, showing each of the Office 2010 eLearning Modules along with a supporting Diagnostic Assessment which can be used to see/gauge/test your current knowledge of Office 2010. To undertake one of the modules simply click on one of the relevant options ranging from A –G.

An explanation of each eLearning Module is provided below:

A Diagnostic Assessment – This is used to see/gauge/test your current knowledge of Office 2010

B Common Screen Element – This explains the common screen elements between Word, Excel and PowerPoint.

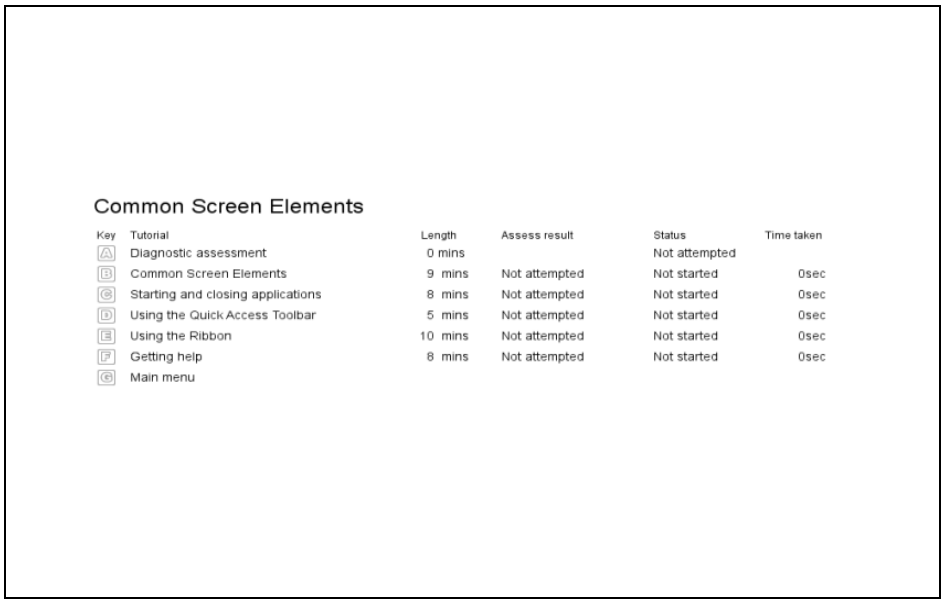
C Starting and Closing Applications – This explains how to open and close applications such as Word and Excel.

D Using the Quick Access Toolbar – This explains how to use the toolbar, customise and move the toolbar

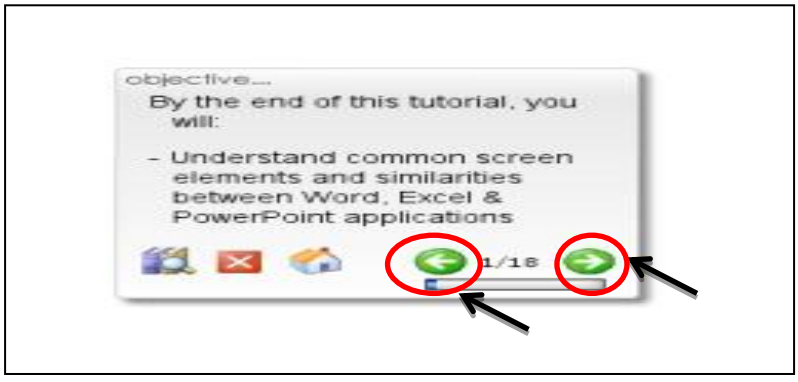
E Using the Ribbon – This explains how to access the commands using the ribbon andhow to show and hide the ribbon

F Getting Help – This explains how to access the help, to search using key words and using the Help table contents

G – Main menu - This will take you back to the main menu of 'Getting started with programs' and 'View progress summary'.


Common Screen Elements
Key Tutorial Length Assess result Status Time taken
A Diagnostic assessment 0 mins Not attempted
B Common Screen Elements 9 mins Not attempted Not started 0sec
C Starting and closing applications 8 mins Not attempted Not started 0sec
D Using the Quick Access Toolbar 5 mins Not attempted Not started 0sec
E Using the Ribbon 10 mins Not attempted Not started 0sec
F Getting help 8 mins Not attempted Not started 0sec
G Main menu

11. Now that you have selected an eLearning module, you will be presented with a text box throughout the session, which will guide you through the relevant features of the eLearning module you have selected. Use the 'Green Arrows' to move back and forth between each step of the module


objective...
By the end of this tutorial, you will:
- Understand common screen elements and similarities between Word, Excel & PowerPoint applications
1/18

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12. Once you have completed all the steps of the module you will be returned back to the 'Common Screen Elements' page as shown below:

Common Screen Elements

Key	Tutorial	Length	Assess result	Status	Time taken
A	Diagnostic assessment	0 mins		Not attempted	
B	Common Screen Elements	9 mins	Not attempted	Complete	3min 12sec
C	Starting and closing applications	8 mins	Not attempted	Not started	0sec
D	Using the Quick Access Toolbar	5 mins	Not attempted	Not started	0sec
E	Using the Ribbon	10 mins	Not attempted	Not started	0sec
F	Getting help	8 mins	Not attempted	Started	0sec
G	Main menu				

To **Exit** select the in the top right hand corner.